

USER GUIDE FOR THE CLASS CONVERSION HISTORY DATABASE

Prepared by the Division of Human Resources in the Department of Personnel & Administration in April 2003.

What is the class conversion history database?

Over the years the job evaluation system has seen many changes. Colorado's state personnel system has gone from many specialized classes to a system of fewer, broader and more generalized classes. Many system changes have been implemented ranging from simple class title and class code changes to converting many classes into one general consolidated class. Major changes such as the introduction of occupational groups in 1987 and the job evaluation system re-design in 1993 have shaped the system we have today. Because of changes and improvements to the job evaluation system over the years and the fundamental role classes play in other human resources processes, the need for tracking and viewing those changes is very important.

State employees have certain rights to a position in which they are certified. An employee may not have changed jobs in the last 20 years, but the class title of that job surely has. In order to track and identify in which class or classes an employee may have rights, it is imperative to see the history for a specific class code. This database will allow the user to view the conversion history of a specific class code.

Conversion Database Facts

1. Only state personnel system classes are listed.
2. The database currently contains history from 1990 to present.
3. The only way to search is by class code. Please enter the entire class code, excluding any specialty area. For example, if searching for the conversion history of H6G1IX, disregard the intern/target designation and specialty area (the last two characters). Enter H6G1 – upper or lower case does not matter. If looking for the conversion history of A0001*, simply enter A0001 (an *, or a Z for teacher classes, indicates that a specialty area existed).
4. Some duplicated entries may exist. This does not affect the class history. However, please notify the [Total Compensation/Systems team](#) within DHR if any duplicate records are found, so that corrections can be made.
5. Class placements from a system maintenance study do not appear as they are individual movements and class conversions were done separately. There is always a class conversion unless the class is abolished.
6. The database is updated as class changes are implemented.

Using the Database and Viewing a Report

Once the database is open in Access, make sure you are in Reports. The conversion database consists of two actual databases. The *forward.mdb* database will show history for any class

code, current or former, from 1990 to current. This means that if H6G1 is entered, a report for the history of H6G1 from its creation date to today will be shown.

This is the report from a search on H6G1 using forward.mdb.

Effective date	Interested Class	H6G1	GENERAL PROFESSIONAL I
	<u>Begin</u>	<u>Action</u>	<u>End</u>
09/1998	H1A1 ADMIN PROGRAM SPEC	CONVERTED TO	H6G1 GENERAL PROFESSIONAL I
	H1C1 AG PROGRAM SPEC INTERN		H6G1 GENERAL PROFESSIONAL I
	H1F1 ECONOMIST INTERN *		H6G1 GENERAL PROFESSIONAL I
	H1G1 HUMAN RESOURCES		H6G1 GENERAL PROFESSIONAL I
	H1H1 MANAGEMENT ANALYST		H6G1 GENERAL PROFESSIONAL I
	H1K1 PLANNING/GRANTS INTERN		H6G1 GENERAL PROFESSIONAL I
	H1O1 PURCHASING INTERN		H6G1 GENERAL PROFESSIONAL I
	H3H1 L/S SCI RES/SCIENTIST INT		H6G1 GENERAL PROFESSIONAL I
	H4C1 DIS DETERM INTERN		H6G1 GENERAL PROFESSIONAL I
	H4G1 SOCIAL SERVICES INTERN		H6G1 GENERAL PROFESSIONAL I
	H4H1 STUDENT SERVICES INTERN		H6G1 GENERAL PROFESSIONAL I
	H4L1 COLLEGE/UNIV COUN		H6G1 GENERAL PROFESSIONAL I
	H6C1 MARKETING SPECIALIST INT		H6G1 GENERAL PROFESSIONAL I
	H6D1 PUBLICATIONS SPEC		H6G1 GENERAL PROFESSIONAL I
	H6E1 PUBLIC INFO INTERN		H6G1 GENERAL PROFESSIONAL I

This report shows H6G1 and all the classes that converted into it and would also show any subsequent actions or conversion. Looking above, 15 different classes converted into H6G1 on September 1, 1998. No subsequent conversion is shown, which indicates that H6G1, General Professional I, exists today.

The *backward.mdb* database will show the history of a *current class code*, back to 1990. Only a search containing a current class code will show history. If history is needed for a former class code (for example, A1061) use the forward database. For the backward database, if H6G1 is entered, you will receive the following result.

This is the report from a search on H6G1 using backward.mdb.

Effective date	Searched Class -	H6G1	GENERAL PROFESSIONAL I
	Class	Action	From-Class Title
09/1998	H6G1	CONVERTED FROM H1A1	ADMIN PROGRAM SPEC INT
	H6G1	CONVERTED FROM H1C1	AG PROGRAM SPEC INTERN
	H6G1	CONVERTED FROM H1F1	ECONOMIST INTERN *
	H6G1	CONVERTED FROM H1G1	HUMAN RESOURCES INTERN
	H6G1	CONVERTED FROM H1H1	MANAGEMENT ANALYST INTRN
	H6G1	CONVERTED FROM H1K1	PLANNING/GRANTS INTERN *
	H6G1	CONVERTED FROM H1O1	PURCHASING INTERN
	H6G1	CONVERTED FROM H3H1	L/S SCI RES/SCIENTIST INT
	H6G1	CONVERTED FROM H4C1	DIS DETERM INTERN
	H6G1	CONVERTED FROM H4G1	SOCIAL SERVICES INTERN
	H6G1	CONVERTED FROM H4H1	STUDENT SERVICES INTERN
	H6G1	CONVERTED FROM H4L1	COLLEGE/UNIV COUN INTERN
	H6G1	CONVERTED FROM H6C1	MARKETING SPECIALIST INT
	H6G1	CONVERTED FROM H6D1	PUBLICATIONS SPEC INTERN

	H6G1	CONVERTED FROM H6E1	PUBLIC INFO INTERN
09/1993	H1A1	CONVERTED FROM A0527	UNIVERSITY PROG SPEC I *
	H1A1	CONVERTED FROM A1006	ADMIN OFFICER I-A
	H1C1	CONVERTED FROM A6115	AGRIC FLD REPR A *
	H1C1	CONVERTED FROM A6124	PLANT & INSECT SPEC A *
	H1C1	CONVERTED FROM A6142	LIVESTOCK DIS CON SPEC A
	H1F1	CONVERTED FROM A1551	ECONOMIST A
	H1G1	CONVERTED FROM A0324	EQUAL EMPL OPPOR REPR A
	H1G1	CONVERTED FROM A1450	PERSONNEL ANALYST A
	H1H1	CONVERTED FROM A1050	MANAGEMENT ANALYST I-A
	H1K1	CONVERTED FROM A0071	PLANNER A
	H1K1	CONVERTED FROM A1083	TRANSPORTATION SPEC A
	H1K1	CONVERTED FROM A7332	HIGHWAY SAFETY SPEC A
	H1K1	CONVERTED FROM A7391	ALCOH/DRUG ABUSE SPEC A
	H1O1	CONVERTED FROM A1601	PURCHASING AGENT A
	H3H1	CONVERTED FROM A3810	RESEARCHER I
	H4C1	CONVERTED FROM A8201	DISABILITY DETER SPEC A
	H4G1	CONVERTED FROM A8100	COMPLIANCE REVIEWER I-A
	H4G1	CONVERTED FROM A8131	SOC SER LIC SPEC I-A
	H4H1	CONVERTED FROM A0508	STUDENT ADVISOR I
	H4H1	CONVERTED FROM A0515	UNIV COUNSELOR I-A *
	H4H1	CONVERTED FROM A1164	STUDENT SERVICES SPEC A
	H6C1	CONVERTED FROM A6165	AGRICULTURAL MKT SPEC A
	H6D1	CONVERTED FROM A0020	PUBLICATIONS SPECIALIST A *
	H6E1	CONVERTED FROM A0001	PUBLIC INF SPEC A *

This report begins with the most current data and shows all history through 1990. A number of classes converted into H6G1 on September 1, 1998. This report also shows those classes that existed prior to 9/1998 and their prior conversion.

It may be easiest to explain with an example. Look at the very last record from above. It is in bold and listed below to be easily identified.

H6E1	CONVERTED FROM A0001	PUBLIC INF SPEC A *
-------------	-----------------------------	----------------------------

This indicates that A0001 Public Inf Spec A* (the * indicates specialty areas existed) converted to H6E1 on September 1, 1993. What happened to H6E1? Look further up the report to the group of 9/1998 records. Find the record containing H6E1 (last record of the 9/1998 grouping). It is bold and listed below to be easily identified. This indicates that H6E1 Public Info Intern converted to H6G1 on September 1, 1998.

H6G1	CONVERTED FROM H6E1	PUBLIC INFO INTERN
-------------	----------------------------	---------------------------

This database is meant to serve as a guide. If you intend to use this database for official business purposes (for example, processing employee retention rights in a layoff situation) it is suggested that you confirm any results with EMPL system records and other personnel records. Please report any inconsistencies or errors within the database to the [Total Compensation/Systems team](#).